

**MT DNRC Instructions and Checklist for Signing up Equipment under
Emergency Equipment Rental Agreement (EERA)**

Information / Documentation Required from Contractor/Cooperator:

Vehicle:

- ☐ Inspection form 296, related photos
- ☐ Registration
- ☐ Insurance
- ☐ US DOT Inspection, if applicable
- ☐ US DOT Number, if applicable
- ☐ Certified Weight Ticket, if applicable
- ☐ Inventory list of tools / equipment

Personnel:

- ☐ Montana Drivers License of Contractor/Owner
- ☐ Proof of Worker's Comp Insurance - on all employees
- ☐ List of personnel who will be operating equipment
- ☐ Cert's and Qual's for all personnel listed (copies of red cards)
- ☐ EFF hiring forms - if EFF's are hired w/ Unoperated Equip.
- ☐ Fire Depts/Public Works Depts only: If salaried or union dept that will be billing based on normal payroll, request payroll documentation

*****Keep copies of all above information attached to original EERA on file.**

*****When contractor performance evaluations are received from incidents, they should be filed with EERA.**

Information / Documentation to be Furnished to Contractor/Cooperator:

- ☐ Furnish Contractor/Cooperator with a full copy of the EERA and all supporting documentation, including new General Clauses form OF-294, (11/04 version) and, if hired fully operated, the SCA Wage Determination.
- ☐ Inform Contractor/Cooperator that important reference documents which address contracting and dispatching within DNRC and the NR Geographic Area include the Interagency Incident Business Management Handbook, the NRCG Mobilization of Local Firefighting Resources, and the Cooperative Fire Management Agreement (6 party). These documents are available on the web at: <http://www.fs.fed.us/r1/fire/nrcq/>
- ☐ Fire Depts / other EFF hires - Give copies of First Report of Injury form and instructions. Make sure Contractor/ Cooperator is aware that all state employees, including EFF's, must complete this form and fax to Helena within 6 days of job-related injury or occupational disease. (Not for fully operated personnel, they are not state employees.) Also provide EFF Information Sheet, to assist EFF's with IMT Finance Section interactions. Refer to IIBMH chp 50 blue pages, pg 9 for info on payment of EFF / local govt vehicles providing transportation to incident.
- ☐ Fully Operated Equipment - Make sure Contractor/Cooperator is aware that the SCA Wage Determination governs minimum rates paid to personnel under the EERA.
- ☐ Go over new General Clauses of the EERA, particularly those relating to Operating Supplies, Repairs, Payments, Loss, Damage or Destruction, Contractor's Responsibilities, and Deductions
 - * Under Loss, Damage, Destruction, look at the difference between unoperated and fully operated equipment in new clause 9. For fully op., note that operator is responsible for operating equipment within its operating limits and for the safety of equipment. For unop., go over normal wear and tear on fireline duty. Explain that minor dents and scratches, flat tires, and chipped windshields are usually considered effects of normal wear and tear (a cost of doing business), repairs for which are not reimbursable. Claims for such should be submitted to contractor's insurance.
 - * Under Payments, go over the rate for single shift and the rate for double shift. Equipment must be ordered for a double shift and staffed with a second operator or crew in order to be paid the double shift rate.
- ☐ Provide Contractor / Operator's Checklist for use before, during, and after Incident assignment.
- ☐ Be sure Contractor/Cooperator is aware of NWCG Work/Rest Guidelines, Incident Operations Driving Standards, and Incident Behavior Standards. Recommend that this information be clearly communicated to employees
- ☐ For private contractor, emphasize importance of obtaining performance evaluations from supervisor on the incident. These evaluations will be an important component of Best Value system for 2006.
- ☐ Ask Contractor/Cooperator to return from Incident assignments with original pink payment documents to be submitted to hiring office. (ie: Emergency Equipment Shift Tickets, Emergency Equipment Use Invoice, Fuel Issue Tickets, Personnel Time Reports, Performance Evaluations, etc.) unless private contractor to be paid by other agency

Note: For local government forces (fire departments), MT law requires that "all payments made by a state agency to any city, town, county, or local government entity must be payable to the finance officer of the appropriate city, town, or county." Accordingly, when DNRC signs up local govt forces on EERA's, an example of what the contracting officer must put in the "Contractor" info on part 4 (which Helena uses for payment info) is: "XYZ Rural Fire District, in care of XYZ County Treasurer's Office", using the appropriate county/city/town name, address and municipal tax ID #.